

Request to Schedule a Fire Alarm Inspection

Location _____

F A Test Date _____

Fire Alarm Contractor _____

Contact Person _____

Phone _____ # & Type of devices _____

Electrical Permit _____

Bldg Permit MRC # _____

Provide the "**Contractors Acceptance Test and Completion Form**" in order to schedule the FA

The shop drawings are to be submitted for plan review. The cost of the fire alarm building permit will depend on whether the cost of the fire alarm was included with the general building permit.

In order to schedule the Fire Alarm inspection all of the requested information must be submitted. Please submit this request along with supporting documentation via e-mail to David Shockley at shockleyd@detroitmi.gov. Mr. Shockley can be reached by phone 313-224-3240, Monday thru Friday 8:00 a.m. to 4:00 p.m.

Contact e-mail address _____

Fire Marshal invoice number _____

All applicants must contact the **Fire Marshal** (313-596-2954) and provide an invoice number prior to scheduling a fire alarm inspection.

Important Information

Device abbreviations: pnl=panel sd=smoke detector av=audio/visual dd=duct detector
ts=tamper switch wf=water flow ps=pull station

Please use the abbreviations when filling out the **Type of Device** portion of the fire alarm schedule request form

Overtime Requests

Requests to schedule fire alarm inspections after hours or weekends must be pre-paid. The rates are based on a minimum of four (4) hours per inspector. The fee is \$664.00 per inspector Monday thru Saturday, Sunday is \$816.00 per inspector. A letter requesting the overtime with a check attached is to be addressed to Karla Henderson, and submitted to Lillian Ortiz in Room 408.

Fire Marshal

For overtime information regarding the **Fire Marshal** you must contact Steven Hurst at 313-596-2954. An overtime inspection will not be scheduled unless the **FM** invoice number is provided.